

The Department of Budget and Finance (DBF) is recommending that you use the new Voucher Activity Inquiry page on a regular weekly basis to retrieve critical voucher information to ensure that your vouchers are being processed in a timely fashion. Often times, vouchers do not make it to the DBF queue because one or more processes have not been completed on the voucher, such as budget checking, or approval. By following the below recommended actions, vouchers can be more closely monitored and missing actions can be completed to allow the voucher to be processed.

Navigation to the Voucher Activity Inquiry report as follows:

Main Menu>>Accounts Payable>>Review Accounts Payable Information>>Vouchers>>Voucher Activity Inquiry

Approved but not Budget Checked-

To perform this inquiry, record your PCA in the **Program Cost Account** area. Then select *Not Chk'd* under **Budget Status** and *Approved* under **Approval Status**. This inquiry will display vouchers that have been approved but not budget checked. Vouchers in this status will NOT go to the Accounts Payable (AP) queue for further processing. See example below-

The screenshot displays the Oracle Voucher Activity Inquiry interface. The breadcrumb trail at the top reads: Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry. The main title is "Voucher Activity Inquiry".

Search criteria fields include:

- *Business Unit: = MDJUD
- Voucher ID: Begins w/
- Invoice Number: Begins w/
- Gross Invoice Amount:
- PO Number: Begins w/
- Vendor ID: Begins w/
- Entered By: Begins w/
- Program Cost Account: Begins w/ 60091 (highlighted with a red box)
- Account From:
- Account To:

Additional options include checkboxes for "Exclude Deleted Vouchers" and "Exclude Closed Vouchers", and a "Vendor Search" link.

The "Matching, Approvals, Status Search Options" section contains the following filters:

- Budget Status: Not Chk'd (highlighted with a red box)
- Post Status:
- Transaction Status:
- Match Status:
- Approval Status: Approved (highlighted with a red box)

Buttons at the bottom include "Search", "Clear", and a link "*Click Clear to Refresh Search*".

REQUIRED ACTION – Open the existing voucher and perform budget checking and then save the voucher. The voucher will then be finalized and ready for DBF to review and process.

Vouchers in Budget Error Status-

To run this report, record your PCA in the **Program Cost Account** area. Then select **Error** under **Budget Status**. This inquiry will show vouchers that received an error in the budget checking process. Vouchers in this status will NOT go to the AP queue for further processing. (This does not apply to those vouchers that only received a budget warning during the budget checking process.) See example below-

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Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry

Voucher Activity Inquiry

*Business Unit = MDJUD

Voucher ID Begins w/

Invoice Number Begins w/

Gross Invoice Amount

PO Number Begins w/

Vendor ID Begins w/

Entered By Begins w/

Program Cost Account Begins w/ 60091

Exclude Deleted Vouchers: ☐ Exclude Closed Vouchers: ☐

Voucher Description Contains

Invoice Date From Invoice Date To

Project ID

Vendor Name [Vendor Search](#)

Account From Account To

Matching, Approvals, Status Search Options

Budget Status Error Post Status Transaction Status

Match Status Approval Status

Search Clear [*Click Clear to Refresh Search*](#)

REQUIRED ACTION – Open the existing voucher and review the “Budget Exception” on the Summary Tab by clicking the blue hyperlink for further details. On the page presented, you can also select the Budget Chartfields tab to see the actual accounts that have issues. The budget errors need to be resolved for the voucher to be ready for DBF to review and process. Please contact DBF if you should need assistance.

Budget Checked but Not Approved-

To perform this inquiry, record your PCA in the **Program Cost Account** area. Then select *Valid* under **Budget Status** and *Pending* under **Approval Status**.

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Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry

Voucher Activity Inquiry

*Business Unit: = MDJUD

Voucher ID: Begins w/

Invoice Number: Begins w/

Gross Invoice Amount:

PO Number: Begins w/

Vendor ID: Begins w/

Entered By: Begins w/

Program Cost Account: Begins w/ 60091

Exclude Deleted Vouchers: ☐ Exclude Closed Vouchers: ☐

Voucher Description: Contains

Invoice Date From: Invoice Date To:

Project ID:

Vendor Name: [Vendor Search](#)

Account From: Account To:

Matching, Approvals, Status Search Options

Budget Status: Valid Post Status: Transaction Status:

Match Status: Approval Status: Pending

Search Clear *Click Clear to Refresh Search*

REQUIRED ACTION – Contact your approver to request that they approve the required voucher. If you are not sure who the approver is, open the existing voucher and under the Summary Tab, click on the blue Approval History hyperlink. A new window will open and then you can click on the approver link to see the identified approver(s). Once the voucher is approved, it will be ready for DBF to review and process.

SUMMARY -

As shown with the above scenarios, this Voucher Activity Inquiry page can be very useful to be proactive with your voucher management. All vouchers should be monitored and required actions taken on a regular basis to ensure timely payment to our vendors. As always, any questions, please reach out to staff member of DBF.